IT Initiative Supplement

May 3, 2010

Department: 6201   DEPARTMENT OF AGRICULTURE

Version: 2013-6201-A-61

Project Title: Web Based Agricultural Product Registration

Brief Description of Project:
Upgrade existing Licensing and Registration system to allow web based product and apiary registrations.

Statewide Priority:

Agency Priority: 2

Est. Completion Date: 06/30/2011

IT Project Bien: 2013

**IT Project
Request No:** 183

Version: 2013-6201-A-61

● Approved
○ Disapproved

Agency No: 6201   **Agency Name:**   DEPARTMENT OF AGRICULTURE
Program No: 15   **Program Name:** CENTRALIZED SERVICES DIVISION

TYPE OF PROJECT:
☒ Enhancement
☐ Replacement
☐ New
☐ O&M

TYPE OF SYSTEM:
☒ Mid-Tier   ☒ Web
☐ Mainframe   ☒ Network
☒ GIS   ☐ Desktop

ESTIMATED COST OF PROJECT:

1. Personal Services - IT Staff:	$0	8. Maintenance:	$0
2. Personal Services - Non IT Staff:	$0	9. Project Management:	$0
3. Contracted Services:	$0	10. IV&V:	$0
4. ITSD Services:	$0	11. Contingency:	$0
5. Hardware:	$0	12. Training:	$0
6. Software:	$280,000	13. Other:	$0
7. Telecommunications:	$0	**Total Estimated Cost:**	**$280,000**

PROJECT FUNDING:

Fund	Amount	Cash/ Bonded	Bill Number
02192	$140,000	C	HB 0002-Base
02193	$140,000	C	HB 0002-Base
Total Funding:	**$280,000**		

EXECUTIVE SUMMARY:

Project Purpose and Objectives:

Augment or replace existing hardcopy and email registration processes. Provide customers with an alternative method for registering products and processing payments.

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IT Projects

Project Detail - Selected Project

Department: 6201   DEPARTMENT OF AGRICULTURE

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Date: 5/3/2010
Time: 16:46:09

Technical Implementation Approach:

Purchase commercial off the shelf (COTS) licensing and registration software system, or collaborate with other State agencies in cost sharing of a similar system. This will be a phased implementation of the various types of Registration, Licenses and Certifications over a multi-year period.

Project Schedule and Milestones:

1. Start date: 01/01/2010
2. Estimated end date: 06/30/2015
3. Research existing COTS solution providers for Licensing and Registration systems: 05/01/2010
4. Identify potential state agency collaboration (DOLI): 05/01/2010
5. Develop project requirements: 12/01/2010
6. RFP development (if required): 02/15/2011
7. Finalize vendor selection: 04/01/2011
8. Implement phase 1: 06/15/2011
9. Implement phase 2: 01/01/2013
10. Implement phase 3: 01/01/2015

BUSINESS AND IT PROBLEMS ADDRESSED:

Augment or replace existing hardcopy and email registration processes.

ALTERNATIVES:
Alternatives Considered:

Upgrade existing 10 year old custom Oracle Forms and Reports system to enable secure online Licensing and Registration (L&R) transactions or contract for custom development of new L&R system.

DESCRIPTION OF IT PROJECT:

The project will implement online registration of pesticide, fertilizer and feed products, and apiaries. It will provide customers with an alternative method for registering and processing payments of annual registration. It will also provide a link between registered products and labels. It will benefit the citizens and businesses that utilize the department's services.

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Department: 6201   DEPARTMENT OF AGRICULTURE
Version: 2013-6201-A-61

Project Title Web Based Agricultural Product Registration	**IT Project Bien:** 2013	
Brief Description of Project	**Statewide Priority:**	**IT Project**
Upgrade existing Licensing and Registration system to allow web based product and apiary registrations.	**Agency Priority:** 2	**Request No:** 183
	Est. Completion Date: 06/30/2011	**Version:** 2013-6201-A-61
Agency No. 6201 **Agency Name** DEPARTMENT OF AGRICULTURE		● Approved
Program No. 15 **Program Name** CENTRALIZED SERVICES DIVISION		○ Disapproved

Biennium: 2013

FTE	Personal Services	Operating Costs	Maintenance Expenses	Total Costs
0.00	$0	$30,790	$0	**$30,790**

Fund Type	Amount	Percent
02 STATE/OTHER SPECIAL REV. FUNDS	$30,790	100.00%

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Department: 6201   DEPARTMENT OF AGRICULTURE
Version: 2013-6201-A61

Project Biennium: 2013

Approved Projects	Fund	Amount	Agency Priority	Cash/ Bonded	Request Number	Project Title
	02192	$140,000	2	C	183	Web Based Agricultural Product Registration
	02193	$140,000	2	C	183	Web Based Agricultural Product Registration
Subtotal by Fund Type:		$280,000				
Total Funding for Approved Projects:		$280,000				
TOTAL FUNDING FOR ALL PROJECTS:		$280,000				

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V. Risk Assessment

A. Current IT Infrastructure Risks

1. Current application 10+ years old?   _YES_____
    Date of last major upgrade?

2. Current application is based on old technology?   ___YES__
    If yes, what is the current hardware platform, operating system, and programming languages used to support the application?   Oracle Forms and Reports

3. Is the agency not capable of maintaining the current application with internal technical staff?
                  __N/A___
    If yes, who supports the application today?

4. Other IT infrastructure risks?   __N/A___
    If yes, provide further detail.

B. Current Business Risks

1. What are the risks to the state if the project is not adopted?

2. Does the current application meet current business requirements?   _N/A_____
    If "no", what specific business functions does the application lack? Online product registration.

C. Project Risk Assessment

1. Describe any major obstacles to successful implementation and discuss how those obstacles will be mitigated.

Table H   Risk Assessment

Description	Severity (H/M/L)	Probability of Occurrence (%)	Estimated Cost	Mitigation Strategy